

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTA327N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Medicaid Care Management & Customer Service
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division PHARMACY MANAGEMENT DIVISION
5. Working Title (What the agency calls the position) Pharmacy Formulary Analyst	11. Section COMMON FORMULARY & PHARMACY POLICY
6. Name and Position Code Description of Direct Supervisor ENGLAND, GLENDA E; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BOUCK, TRISH M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine, Capitol Commons Bldg., Lansing / Monday - Friday 8 - 5

14. General Summary of Function/Purpose of Position

This position functions as a recognized resource responsible for coordination of the Managed Care Organization (MCO) Common Formulary duties of the Pharmacy Management Division within the Michigan Department of Health and Human Services (MDHHS). This person is responsible for ensuring and maintaining business process and procedure documents for MCO Common Formulary Workgroup meetings, MCO Common Formulary coverage and utilization management (e.g. Prior Authorization, Step Therapy, Quantity Limits, Age limits, etc.) development and maintenance, MCO Common Formulary website development and maintenance, and other related operational duties.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 70**

Serve as the primary point of contact for researching and collecting relevant data and documentation for developing and maintaining the MDHHS's MCO Common Formulary.

Individual tasks related to the duty:

- Serve as the point of contact for the MCO Common Formulary.
- Maintain tracking systems for all requests related to the MCO Common Formulary.
- Meet with appropriate staff to consolidate, document, and analyze data regarding the MCO Common Formulary.
- Review, research and interpret application state and federal laws as they relate to the MCO Common Formulary.
- Develop and perform data analysis to produce data for the MCO Common Formulary.
- Transmit data to auditors or other staff members regarding the MCO Common Formulary.
- Provide written documentation as indicated to support responses related to the MCO Common Formulary.
- Coordinate annual public stakeholder meeting with MDHHS panel members, including presentation materials
- Schedule MCO Common Formulary Workgroup Meetings, prepare meeting agendas and materials for Workgroup Members and maintain a MCO Common Formulary Workgroup List
- Serve as the resource responsible for maintenance of the MCO Common Formulary website

Duty 2**General Summary:****Percentage: 10**

This position is responsible for ensuring and maintaining business process and procedure documents for the Pharmacy Management Division's services and operations related to the MCO Common Formulary.

Individual tasks related to the duty:

- Research, review and update pharmacy operations business process and procedures.
- Develop and maintain systematic processes for cataloging all business processes and procedures, including a tracking process for the periodic review of documentation related to the MCO Common Formulary.
- Convene and coordinate internal workgroup meetings to ensure business process documentation is accurate and updated regarding the MCO Common Formulary.
- Prepare and maintain documentation of Pharmacy Services Internal Control Procedures related to the MCO Common Formulary.
- Serves as a resource on business process requirements for the MCO Common Formulary.

Duty 3**General Summary:****Percentage: 10**

Serve as the primary contact for all MCO Common Formulary pharmacy inquiries.

Individual tasks related to the duty:

- Respond to telephone calls and requests regarding the Pharmacy Division, MCO Common Formulary.
- Maintain systematic process to track all inquiries or requests related to the MCO Common Formulary.

Duty 4**General Summary:****Percentage: 5**

Review pharmacy laws, regulations, policies and procedures pertaining to MCO Common Formulary.

Individual tasks related to the duty:

- Review existing and proposed laws or changes to laws, regulations, policy and procedures, and make recommendations as they relate to the Pharmacy Division, MCO Common Formulary.
- Consult with other MSA and MDHHS staff members on pharmacy related issues as they relate to the MCO Common Formulary.
- Assist in maintaining pharmacy services policy and procedure manuals as it relates to the MCO Common Formulary

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Interpreting analyses of complex data, preparing reports, and resource information; setting priorities in performing these activities, developing work plans and processes for tracking key activities; developing proficiency in pharmacy programs database applications as it relates to duties of this position.

17. Describe the types of decisions that require the supervisor's review.

Due to the highly sensitive nature of this contract, supervisor's review would be involved in decisions that could have a negative political impact. Issues or problems that have program-wide implications or impact other areas than the specific assigned area of responsibility.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Limited physical effort is required in the performance of this job. Sitting for extended periods of time while performing data analysis, utilizing computer software, processing forms, and minimal bending and walking. The environment is comfortable and usually does not require change of setting for work hours (i.e., out of doors to indoors, or floor to floor in building).

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Essential duties include the coordination duties resulting from the need to monitor the Michigan Department of Health and Human Services' pharmacy services and operations for the MCO Common Formulary. This person is responsible for the development, maintenance and MCO compliance monitoring for the MCO Common Formulary

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

In Duty 1 modify task 'Provide written documentation as indicated to support responses related to the MCO Common Formulary.' To include examples of common formulary coding details and prior authorization criteria. (Make this the primary task in list in duty 1)
Remove compliance related task in Duty 1 missed in prior update.

25. What is the function of the work area and how does this position fit into that function?

Pharmacy Policy and Common Formulary Section is responsible for MDHHS pharmacy policies and Medicaid health plan formulary operations for Medicaid, CSHCS, Healthy Michigan Plan and other Medicaid waiver programs. This position is primarily responsible for coordinating all matters involving the MCO Common Formulary.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major. Preferred degree in a health related field, computer science, engineering or social science desired.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Pharmaceutical knowledge is highly desirable, as are computer literacy, data analysis and project management skills.

Others as listed on the CSC job specification.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

none

I certify that the entries on these pages are accurate and complete.

Appointing Authority

2/17/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date